



MINUTES OF THE MEETING OF ASHURST WOOD VILLAGE COUNCIL held on Tuesday 2nd April 2019, 7.45 pm at the Council Meeting Room.

PRESENT: Cllrs Phillips (Chair), J Samways (Vice-Chairman); R Bright, M Bussell, C Judge, K Lindsay, D Loveday, and D Wailes.

IN ATTENDANCE: Caroline Leet (Clerk); Rebecca Roberts (Assistant Clerk) – left after item 4

MEMBERS OF THE PUBLIC: 4

The Chairman opened the meeting and welcomed everyone.

859. County and District Councillors' Reports

Responsibility of

- a. County Councillor Jacquie Russell mentioned the public consultation for the proposed Toucan crossing near Sackville School had closed (11th March). There had been 67 submissions in support; and 44 submissions with objections but quite a few of those were in favour in principle subject to changes in the design. The West Sussex County Council (WSSC) team will go through all of the comments and draw-up a scheme having considered the feedback. This will be viewed by the County Local Committee (CLC) and because of the number of objections the decision would go to Committee. She mentioned another issue in the town being the number of complaints being received about temporary traffic lights. The Chancellor gave West Sussex County Council (WSSC) £6m in the autumn statement for road repairs and the money had not arrived until later in the year; WSSC had only until Sunday (7th April) to spend it, hence there had been an upsurge to the disruption where carriage repairs were being carried-out.

District Councillor Belsey reported Mid Sussex District Council (MSDC) had come to the end of its cycle and its last Council meeting was on 27th March. Cllr Belsey had presented the treasury management and strategy report. MSDC was in a reasonably strong position and would recommend community groups to apply for grants for projects as they come up. Also, Cllr Garry Wall would be stepping down in the upcoming elections; he had been Leader since 2010.

b. Public Questions

None.

860. Apologies for absence

Cllr Forbes' apologies were received and **resolved; the reason was accepted.**

861. To receive Declaration of Interests from Members in respect of any matter on the Agenda

Cllr Lindsay declared a personal interest in item 14 as Membership Secretary to the Ashurst Wood Community Tennis Club.

862. Chairman's Announcements

Cllr Phillips said that as this was the last meeting of the full Council he would like to officially record his thanks to all the Councillors for their contributions

including Rebecca Roberts (Assistant Clerk) and Caroline Leet (Clerk). The Council had achieved a lot during its term; and this was because the Council had an amazingly diverse set of people and could always find at least one person with expertise. The Councillors had worked well together, although not always agreeing, they had voted democratically. He also thanked Cllr Russell and Cllr Belsey for their help in taking issues that the Village Council could not deal with to their respective Councils.

863. To confirm the Minutes of the meeting of Meeting of the Village Council held on 5th March 2019

The minutes were **approved as a true and correct account of the meeting.**

864. Recorded meetings: to approve deletion of recording – there were no recordings

865. To receive the minutes of Committees and reports from working groups and to consider any recommendations arising:

a Planning Committee

The minutes of the meeting on 5th March were received. The meeting of 2nd April was noted.

b Finance and Administration Committee

The minutes of the meeting on 19th March were received.

To receive following recommendation:

i. To renew the Council's membership with Sussex and Surrey Association of Local Councils (SSALC) for 2019/20 and the expenditure of £548.95 (this would include SSALC membership £449.90 and National Association of Local Councils (NALC) subscription £99.05)

Members **resolved to renew the Council's membership with Sussex and Surrey Association of Local Councils (SSALC) for 2019/20 and the expenditure of £548.95 (this would include SSALC membership £449.90 and National Association of Local Councils (NALC) subscription £99.05)**

ii. To note: the Council's website will need to be compliant with the Public Sector Bodies (Website and Mobile Applications) Accessibility Regulations 2018 by 22nd September 2020. This includes, changing the website theme and file names of documents and pictures
Noted. Cllr Wailes said that the website was basically compliant, but that file and picture names needed to be changed to a recognisable format i.e. minutes of the meeting (date). Cllr Phillips stated that the Finance and Administration Committee should look at a budget for this work.

iii. To note: website training and management arrangements will need to be reviewed

Cllr Phillips recognised that Cllrs Forbes and Wailes did a lot of work keeping the website up to date, but that it might be necessary to look at future training and management arrangements. He suggested the Finance and Administration Committee should consider budgets for future website administration/update.

Cllr Wailes mentioned a Wordpress training course had been identified.

c Youth Club

Cllr Lindsay mentioned the Club had closed for the Easter break and would reopen 24th April. A date for the annual barbecue needed to be set and an invitation to the year 6s. She added that although she was not re-standing as a councillor, she would remain as Chairman of the Youth Club Management

Committee.

d Events Working Group

- i. **To approve the Events Working Group quiz night event to be held on Saturday 27th April 2019.**

Members **resolved the Quiz Night for Saturday 27th April organised by the Events Working Group**

- ii. **To consider not holding the children's sports day event this year, but to support the LTAs Tennis for Kids programme (ages 4-11 years) which is six weeks' of tennis coaching for £25 and includes a free racket, tennis balls and t-shirt**

Cllrs Bussell and Lindsay made representation, saying that whilst the children's summer sports day in August was popular, the numbers had been down last year and perhaps it would be good to pilot something new. They had met with the Clerk to discuss a proposal which involved a Lawn Tennis Association (LTA) initiative, Kids for Tennis. For £25 juniors would enrol on a 6-week coaching programme and receive a tennis racket, tennis balls and a t-shirt. The Council would need to provide some staff time to support the administration/promotion of the scheme, but money would be paid direct to the LTA. Cllr Lindsay added that this may also help to encourage tennis participation and therefore increase court activity and hiring fees/income.

Members **agreed** to support and trial the Kids for Tennis as an alternative to the sports day.

Clerk

866. Clerk's report

The Clerk's report was received.

- a To note: the order for the shared Speed Indicator Device has been placed with ElanCity (resolution 850)**

Noted. The Clerk advised that delivery was expected week 15th April and Turners Hill Parish Council were the first parish on the rota. It was also noted that the CLC Speed Indicator Device (SID) was yet to emerge.

- b To note: the dates of the Amenity Refuse Collections for 2019 are Sundays 28th April; 28th July; and 3rd November**

Noted.

- c To confirm the Council's support for another year for The Great British Tennis Weekends 2019 providing free access to John Pears tennis courts during weekends 18/19th May; 20/21st July; and 28/29th September**

Members **agreed** to continue its support of the Great British Tennis Weekends 2019 providing free access to John Pears tennis courts during weekends 18/19th May; 20/21st July; and 28/29th September.

Clerk

867. Finance

- a Accounts to pay**

The accounts paid from 6th March to 31st March **were ratified**; the FairFX prepaid debit card accounts payments from 6th March to 2nd April **were ratified**; and the accounts payable for 1st/2nd April **were approved by the Council**. The file of invoices was available to be viewed.

Clerk

- b To receive the RBS income and expenditure report up to 31st March (year-end)**

The RBS/Alpha income and expenditure report and the Excel spreadsheet dated 31st March were received. Cllr Phillips confirmed the end-of-year carry forward total reserves were predicted at £35,035; the budgeted figure had been £34,708. This was in line with the recommended criteria of approximately 50% of the Precept. There were no questions.

868. Annual Village Meeting – Tuesday 21st May: to agree the agenda and set a date to review the content

Cllr Phillips proposed that he would prepare a presentation based on similar format to previous years, but that it would be up to the new Council at its May meeting to decide the actual presenter(s). The new Chairperson should introduce the meeting, but he would be willing to present any section. He mentioned two external speakers had been invited to speak: Stephen O’Connell (Community Speed Watch Chief Training Officer, Sussex Police); and Peter Dommett (Prevention Inspector, Mid Sussex, Sussex Police). Members discussed. Cllr Judge mentioned in view that it was likely that there would be Councillor vacancies, it should be mentioned that new councillors for co-option were being sought.

BP

869. Winter Management: To receive an update on the snow clearance arrangements and to note that due to the advice from the Council’s insurer, it has been advised to not sign the Agreement issued by WSCC and therefore the Council cannot provide snow clearance to the village’s roads

Cllr Phillips reported that Came and Company had previously advised that the Council’s Public Liability insurance would provide cover to the contractor for snow clearance (the contractor’s vehicle insurance provided the relevant cover whilst clearing the roads). However, the WSCC Agreement had since been submitted to the insurance underwriter who had now advised because the Council is not directly in control, the contractor should have his own Public Liability. The main risk is to the motor insurance and anything else is considered a very low risk, but the advice was not to sign the current Agreement. The Clerk had suspended the arrangement with the contractor. Members **referred** the matter to Public Services Committee to consider alternative arrangements for the new Winter Management arrangements.

Clerk

870. To receive an update on the recruitment of the new Cleaner [delegated authority was resolved at the last meeting (resolution 857)]

Cllr Phillips reported Hazel Standing had been appointed as the new Cleaner and had already started.

871. To receive a quote for the commissioning and reprogramming of the fire alarm system, to fit new stand-by batteries in the fire panel and to service and test the smoke heads; and to consider the expenditure of £180, plus an additional £40 per hour if this exceeds one hour labour

Cllr Phillips reminded the meeting that the installer had never been paid due to our main contractor going into voluntary liquidation. When the system failed we therefore had no support documentation.

Members **resolved the expenditure of up to £300 for the commissioning and reprogramming of the fire alarm system, to fit new stand-by batteries in the fire panel and to service and test the smoke heads.** Assuming the present system could be restored to function properly Cllr Phillips would generate a system document to cover the specific installation. A general manual was now available. It was noted that if the panel could not be fixed, then an alternative fire alarm system needed to be considered and that no further money should be directed towards fixing it.

Clerk

872. To receive an update on the new court access system to the tennis courts in partnership with the Ashurst Wood Community Tennis Club

and Mid Sussex District Council and to approve the expenditure of up to £1,000 as a contribution towards the project including the installation of an electrical supply

Cllr Lindsay reported the Clerk had attended a meeting at MSDC with Stuart Brown (Parks and Leisure Team Leader); Matt Glazier from the LTA; and other tennis clubs in Mid Sussex. At that meeting it had been re-confirmed that Ashurst Wood would be the pilot for the new court access system and it was hoped to install it in April/May. The Council had previously discussed a financial contribution towards the scheme and the cost of providing an electricity supply to the gates; also to be used for the Wi-Fi connection. The budget had made an allocation in its reserves 5007 (office and facilities). Whilst it was still not clear if MSDC would request a financial contribution, it was suggested that a resolution be made so as not to delay the project further. She added that the Tennis Club were also prepared to make a contribution if needed. Members **resolved a contribution of up to £1,000 if needed (from reserves 5007).**

Clerk

873. To consider if the Standing Orders should state that the vote when deciding the Precept should be recorded with names and way each councillor voted

Cllr Bright said that he had asked for this to be on the agenda as he felt it was the most important issue to residents which the Council voted on each year. Cllr Samways mentioned that the Standing Orders were currently in the process of being reviewed and updated. Members recommended referring to the Finance and Administration Committee as part of the Standing Orders review.

Clerk

874. Consultations

None.

875. To receive reports from Councillors who have attended outside bodies

None.

876. Items of correspondence

a List on Clerk's report, correspondence previously circulated

Received.

877. Any Items for reporting or inclusion on future agenda

None.

Cllr Samways reported there were some minor changes to the bus timetable which he would update. He added that although he was not re-standing as a councillor, he was prepared to continue with updating the bus/train timetable.

878. Date of next meeting - Tuesday 14th May (Annual Meeting of the Village Council)

Cllr Phillips said that he would Chair the opening of the Annual Meeting of the Village Council at which a new Chairperson would be appointed.

Meeting closed: 20:31

Chairman.....

Date.....

2nd April 2019

Village Council Meeting